

THE CITY OF TORRANCE IS HIRING FOR

# Assistant Pool Manager

*Non-Civil Service*

**\$15.72—\$17.31**  
**per hour**

## DUTIES & RESPONSIBILITIES

- ◆ Under the direction of the Aquatics Program Coordinator, assigns, instructs and supervises the Lifeguards, Aquatics Instructors, Locker Room Attendants and Cashiers at the City of Torrance Victor E. Benstead Plunge.
- ◆ Conducts classes in swimming and life saving.
- ◆ Enforces rules and regulations regarding the use of the pool by the public.
- ◆ Directs the work of lifeguards in carrying out safety requirements.
- ◆ Directs the work of lifeguards and locker room attendants in keeping the deck, swimming area and locker rooms clean and hazard free.
- ◆ Rescues swimmers as necessary and directs the work of lifeguards when making rescues.
- ◆ Administers CPR and First Aid to rescued or injured swimmers.
- ◆ Takes charge of the complete management of the pool with immediate supervision of all phases of pool activities in the absence of the Aquatics Program Coordinator.

## QUALIFICATION GUIDELINES

- ◆ Possess current Lifeguard, WSI, CPR/AED, and First Aid certifications, or the ability to obtain prior to start date.
- ◆ Must have 3 years minimum of lifeguard and swim instructor experience.
- ◆ High School Graduate or equivalent.
- ◆ 18 years old or older.

### **Knowledge of:**

- ◆ Principles and methods of public swimming pool operations.
- ◆ Material Safety Data Sheets (MSDS) for pool chemicals.
- ◆ ADA (Americans with Disabilities Act) compliance guidelines.
- ◆ Supervision of all pool personnel and be able to perform effectively the duties of a lifeguard and swim instructor.

## SCHEDULE

Work schedule varies depending on the needs of the aquatic center, and typically require some evenings, weekends, and holidays.

## IDEAL CANDIDATE

- ◆ Strong swim lesson program experience.
- ◆ Supervisory experience *preferred*.
- ◆ Good verbal and written skills.
- ◆ Good customer services skills.

## INTERESTED?

Interested applicants must submit an on-line application available at

[www.TorranceCA.Gov/Jobs/](http://www.TorranceCA.Gov/Jobs/).

**Application submissions will be accepted on a continuous basis until the position is filled. First review of applications will be those received by September 21, 2015 at 5:30 p.m.** Only those candidates whose experience best meet the needs of the City and the Department will be invited to participate in an oral interview.

If you have additional questions, please contact Sjon Swanson, Aquatics Program Coordinator at [SSwanson@TorranceCA.Gov](mailto:SSwanson@TorranceCA.Gov) or (310) 618-5792.

**Special Notes:** A candidate must successfully complete the following before being hired: medical exam, fingerprinting and results of a TB test (taken within the last 4 years).



Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503 · [www.TorranceCA.Gov](http://www.TorranceCA.Gov)

Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: [JobInfo@TorranceCA.Gov](mailto:JobInfo@TorranceCA.Gov)



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**CITY OF TORRANCE**  
**ASSISTANT POOL MANAGER**  
**Job Code 15090012**  
**SUPPLEMENTAL APPLICATION**

- Please submit your certificates along with your completed online application and supplemental questionnaire. (You may attach your certificates to the online application or submit via email to [JobInfo@TorranceCA.Gov](mailto:JobInfo@TorranceCA.Gov).)
- If you have not yet received your certificate(s) by the testing date, you may interview however you will not be eligible for hire until you have provided proof of certifications to our office.

Do you have the following certifications?

Certificate	YES or NO	Expiration Date
American Red Cross Water Safety Instructor		
American Red Cross CPR/AED for the Professional Rescuer		
American Red Cross Lifeguard Certification		
American Red Cross First Aid		

Do you have experience as an instructor in the following areas?	YES or NO	Number of Seasons Taught	Where Taught
Junior Lifeguard			
Water polo			
Pre-School Age Swimming			
Grade School Age Swimming			
Teen Swimming			
Adult Swimming			
Handicapped Swimming			
Synchronized Swimming			
Competitive Swimming			
Springboard Diving			
Skin or Scuba Diving			
Volunteer Programming			

If you have any additional experience that qualifies you as an Assistant Pool Manager, please describe it below:

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_